

TOWN OF HAMILTON
HAMILTON and WENHAM Boards of Selectmen, HWRSD and CMC
JUNE 29, 2011

The Hamilton and Wenham Boards of Selectmen, HWRSD/School Committee and Capital Management Committee representatives met at Buker School Multi-purpose room at 7:00 p.m. on Wednesday, June 29, 2011 with Hamilton Board of Selectmen Jeff Hubbard, Jeff Stinson, Jennifer Scuteri, Marc Johnson, and Town Manager Michael Lombardo present.

H-W Capital Management Committee –Capital Management Report
Presentation Report To Joint-Boards

Wenham Town Administrator Jeff Chelgren said in April the two towns began collaborating on grounds maintenance for the public facilities in Hamilton and Wenham.

CMC member Rick Mitchell presented a summary of a CMC subcommittee report that assesses the condition of all public facilities in the towns of Hamilton and Wenham and provides estimated cost of repairs.

The CMC subcommittee had members with relevant expertise analyze the buildings within direct control of the two towns via site visit and cost analysis. It found the facilities to be in generally good condition although the buildings managed by the HWRSD needed significant repairs due to deferred maintenance.

Also identified were opportunities to reduce expenses by investing in energy efficiency, and that there has been heavy reliance on subcontracting rather than direct labor, which is unnecessarily expensive.

The report recommends that building maintenance be combined for public facilities located in Hamilton, Wenham and the Hamilton-Wenham Regional School District for improved performance and cost effectiveness managed by a Hamilton-Wenham Building Maintenance Department.

Mitchell spoke about the assessment that has been done on the condition of town-owned facilities and the need for structure in the operation of capital management. He noted that the CMC is interested in a Facility Management Tool

that would enable better management of maintenance problems with limited staff and resources.

The report recommended that a combined department maintain all the buildings within the collective inventory, implement a maintenance schedule to ensure routine, preventive and predictive maintenance, as well as institute a policy preferring repair over replacement when appropriate and cost-effective.

Also outlined in the report that Mitchell spoke to was the building repair overview that totaled \$3,019,516 if all minor and major repairs were done to all town-owned public facilities to bring them into good repair and efficient operating conditions.

It was concluded that the combined DPW grounds maintenance effort currently underway is providing better service at a lower cost to taxpayers. Also, that this model could be used to manage all public facility maintenance. An organization chart will be proposed and voted on by the two town Boards of Selectmen and an intermunicipal agreement agreed to and coordinated with a capital investment plan to ensure proper annual funding and to optimize facility maintenance.

Next steps include authorization to implement the CMC report's recommendations, negotiation with HWRSD and impact bargaining with unions, review of legal issues (i.e., MSBA funding), amendment of insurance policies, and set up of related processes (i.e., administration).

A joint Boards of Selectmen meeting will be held on July 12 to discuss this further including authorizing managers from both towns to implement the collaborative public works departments regarding grounds maintenance on an ongoing basis. Negotiations with HWRSD will begin in August or September. Technical staff could be hired in October and votes taken at the next Special Town Meetings.

Discussion with HWRSC members, Acting Superintendent of Schools Peter Gray and CMC representatives about actual maintenance and repair costs at the facilities as well as how report data was arrived at. Gray noted that if there were an emergency such as a water leak at one of the school facilities the district would still call an outside contractor rather than town employee, if necessary. Chelgren noted that report summary of cost/energy savings examples were estimates. The two towns will consider the CMC recommendations when developing FY'13 municipal budgets.

Hamilton Selectmen Chair Jennifer Scuteri agreed that items should be quantified to identify what falls under direct labor and that related dollar amounts should be included.

Hamilton Town Manager Michael Lombardo mentioned the importance of practical ways to budget responsible dollar amounts for projects of the magnitude identified in the CMC report.

Budget Process Committee – Discussion regarding amended charge

Discussion about Budget Process Committee having been in existence for eight years and that increased challenges in the two communities has necessitated a reconstituted charge for this Committee. Town officials noted the value of returning to active, precursory financial planning for the two towns and school district as the three entities work together through the budget process.

Members of the existing BPC with history on the Committee will be consulted to understand what has worked and what hasn't in the budget process for Hamilton, Wenham and the HWRSD. This information and input on the Committee's charter will be discussed at the July 12 joint board meeting.

Jeff Stinson moved for the Hamilton Board of Selectmen to adjourn at 9:14 p.m. Marc Johnson seconded motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: _____
Clerk